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2 June 1954

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Manpower Survey;
Administrative Burdens Survey

1. Attached hereto are tentative outlines to be used by I&R Staff in conducting the Manpower and Administrative Burdens (Handicaps) Surveys of the Clandestine Services which were requested by the DD/P.

2. It is proposed to use the following people on these Surveys:

25X1A9a

[redacted]

Management Staff
J.O.T.
Unassigned
DD/P-Admin
Management Staff
Management Staff
Management Staff
Management Staff
Management Staff

3. Any comments or suggestions concerning these plans would be greatly appreciated.

[redacted]
Chief, Inspection and Review

Attachments
(a) Manpower Survey
(b) Administrative Burdens Survey

25X1A9a

Distribution:
Orig & 1: addressee
1: Inspector General
1: Chief of Admin, DD/P
1: Chief, Management Staff, DD/A
2: I&R subject files
1: I&R chrono

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